

United States
Office of
Personnel Management
The Federal Government's Chief Human Resources Agency

2024 FEHBP Financial Reporting and Audit Guide

Federal Employees Health Benefits Program (FEHBP)

For the Carriers of Experience-Rated Plans
and their Independent Public Accountants

June 2024

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Chapter I, Purpose and Authority

Purpose of this Guide

The U.S. Office of Personnel Management (OPM) has issued this Financial Reporting and Audit Guide for Federal Fiscal Year (FY) 2024 [hereafter, the “Guide”]. The purpose of the Guide is to:

Obtain financial information pertaining to the Federal Employees Health Benefits Program [hereafter, the “Program”] that has been subjected to audit procedures.

Obtain assurance that carriers of experience-rated plans submit financial statements that are fairly stated in all material respects, prepared, and audited in accordance with prescribed guidelines.

Validate, by means of a set of agreed-upon procedures performed by an independent public accountant (IPA), that the carriers have conducted their Program-related operations in accordance with their contracts with OPM.

Support a nationwide estimate of the Improper Payments and Unknown Payments made by the carriers, as required by the Office of Management and Budget Circulars A-123, Appendix C and A-136, Financial Reporting Requirements.

Since OPM must periodically revise its financial and auditing requirements, inconsistencies may exist at any given time between the Guide and other OPM guidelines. It is the carrier’s responsibility to ensure that it and its IPA are applying the most current guidelines.

OPM Authority and Carrier Responsibilities

Standard Program Contract:

Section 3.2 - Accounting and Allowable Cost - requires that each carrier of an experience-rated plan furnish to OPM an accounting of its operations under the contract. In preparing this accounting, the carrier must follow the reporting requirements prescribed by OPM. In addition, the carrier must have its annual accounting statements and that of its underwriter, if any, audited in accordance with the Guide.

Section 3.10 - Audit, Financial, and Other Information - requires that each carrier of an experience-rated plan furnished to OPM audit, financial, and other information in the format and within the timeframes specified in the Guide.

Chapter II, Overview of Reporting and Auditing Requirements

A. Financial Reporting Options

All carriers must select a financial reporting option as follows:

- **Option 1:** Submit an audited Annual Accounting Statement (AAS) as of December 31, 2024
- **Option 2:** Submit audited financial statements as of September 30, 2024, and an unaudited AAS as of December 31, 2024

If a Carrier decides to change options, it must obtain approval in advance and in writing from its OPM contracting office.

B. Type Of Audit Coverage

Primary carriers with Program claims expenses of \$535 million or more in contract (calendar) year 2023 must meet **all** the requirements in the chart below for the financial reporting option they have selected. Appendix A lists the carriers determined to be subject to primary audit coverage for FY 2024.

Secondary carriers with Program claims expenses of less than \$535 million in contract (calendar) year 2023 must meet **all** requirements in the chart below for the financial reporting option they have selected. Carriers not listed in Appendix A are subject to secondary audit coverage for FY 2024.

C. Financial Reporting Requirements Due Dates

Reporting Requirement/Deliverable (All Carriers)	Financial Reporting Option 1	Financial Reporting Option 2
1. Audited September 30, 2024, financial statements including an audit report in accordance with Generally Accepted Government Auditing Standards (GAGAS)		December 16, 2024
2. Audited December 31, 2024, AAS including an audit report in accordance with GAGAS	March 31, 2025	
3. Unaudited AAS as of December 31, 2024		March 31, 2025
4. Schedule of Selected Balances (Unaudited) Quarterly Report, (October 1, 2023 through June 30, 2024)	July 16, 2024	July 16, 2024
5. Preliminary Schedule of Selected Balances (Unaudited) (October 1, 2023 through August 31, 2024) with estimate for September 1 – 30, 2024	September 16, 2024	September 16, 2024
6. Schedule of Selected Balances (Unaudited) Federal Fiscal Year Ended September 30, 2024	October 8, 2024	October 8, 2024
7. Schedule of Selected Balances (Unaudited) Quarterly Report, (October 1, 2024, through December 31, 2025)	January 16, 2025	January 16, 2025
8. Schedule of Selected Balances (Unaudited) Quarterly Report, (October 1, 2024, through March 31, 2025)	April 16, 2025	April 16, 2025
9. Schedule of Selected Balances (Unaudited) Quarterly Report, (October 1, 2024, through June 30, 2025)	July 16, 2025	July 16, 2025
10. Management Internal Controls (October 1, 2023, through August 31, 2024)	September 9, 2024	September 9, 2024
11. Management Internal Controls of Subsequent Events for Federal Fiscal Year Ended September 30, 2024	October 7, 2024	October 7, 2024
12. Report on the Application of Agreed-Upon Procedures	March 31, 2025	December 16, 2024
13. Corrective Action Plan	June 30, 2025	March 14, 2025

Chapter III, Accounting and Reporting Requirements

A. Financial Statements as of and for September 30, 2024

Carriers that have selected Financial Reporting Option 2 must prepare financial statements as of and for the year ended September 30 in accordance with OPM requirements and have those financial statements audited in accordance with Generally Accepted Government Auditing Standards (GAGAS). Carriers that have selected Financial Reporting Option 1, on the other hand, are not required to prepare financial statements as of and for the year ended September 30. All carriers, however, must prepare and submit to OPM the ***Schedule of Selected Balances (Unaudited)*** and the ***Report of Subsequent Events***, if necessary; see Section D in this chapter.

B. Annual Accounting Statement as of and For December 31, 2024

All carriers must submit an AAS as of December 31 in accordance with OPM requirements. Carriers that have selected Financial Reporting Option 1 must have the AAS audited in accordance with GAGAS.

C. June 30, 2024 Close (Primary Audit Coverage Only)

A key component of the auditing approach adopted by OPM's independent auditor is the financial information that carriers subject to primary audit coverage must prepare as of and for the six or nine months ended June 30. The purpose of the June 30 close is to give the IPA an "early warning" of issues that perhaps would not have become evident until Federal fiscal year end. It also affords the IPA the ability to perform most of its test work earlier, thereby, lessening the effort and expense of opining on the September 30 financial statements or the AAS as of and for the year ended December 31.

OPM does not prescribe a methodology for the June 30 close. A carrier may use a "hard," "soft," or hybrid approach to "closing its books" as of June 30. This is a decision, however, that carriers must make in close consultation with their IPAs.

Carriers must generate a balance sheet and income statement as of and for June 30, and they must provide these along with all supporting schedules and workpapers to their IPAs in such time as to allow their IPAs to meet the timeframes specified in the document entitled ***Audit Instructions for the Independent Public Accountants of***

Experience-Rated Carriers, prepared by OPM's independent auditor and forwarded directly to each audit coverage carrier's IPA and to the carrier (see Chapter IV).

Carriers that have selected Financial Reporting Option 1 - audited financial statements as of **December 31** - must produce an income statement for the **six-month** period ending June 30. Carriers that have selected Financial Reporting Option 2 - audited financial statements as of **September 30** - must produce an income statement for the **nine-month** period ending June 30. To assist carriers with their June 30 "close," OPM will provide a **Report of Letter of Credit Account Activity** no later than the fourth business day after the ending reporting period.

Carriers designated for primary coverage must provide their IPAs a **Schedule of Selected Balances (SSB)** as of June 30. The value for claims Incurred But Not Reported (IBNR) as of June 30 must be projected forward to September 30. Carrier IPAs will later compare the June 30-projected-to-September 30 claims IBNR to the actual September 30 amount and must report any material differences.

If a carrier and IPA have developed alternative procedures to utilize amounts other than described above to ensure claims IBNR on the September 30 SSB will be calculated before October 4, 2024, and have audit test work performed prior to October 7, 2024, they are required to contact OPM's IPA to discuss such alternative procedures. These discussions must be made prior to test work performed within this area, even if the approach was discussed and agreed upon in previous years.

As claims IBNR is an important line item in the FEHB financial statements, it is critical that carriers take great care in its calculation.

D. Schedule of Selected Balances (SSB) (All Carriers)

OPM and all other Federal agencies must publish their financial statements by November 15, - 45 days after the end of the Federal FY. OPM, therefore, will base its consolidated financial statements on unaudited financial information submitted by the carriers. Thus, **all** carriers must submit unaudited financial information to OPM on the **SSB**.

The SSB must include balances as of and for the Federal FY 3rd Quarter ended June 30; the format can also be used for the September 30, 2024 SSB. For the June 30, 2024 interim report, OPM requires all Carriers to include a separate breakout of their

investments. In addition, Carriers are required to submit a supporting schedule for their investments showing what type of investment is held by amount. Investments should include debt or equity instruments that do not meet the definition of cash and cash equivalents. Cash and cash equivalents should include all cash, uncashed checks, and highly liquid investments that are both (a) readily convertible to cash and (b) so near to maturity that they present insignificant risk of changes in value because of changes in interest rates [in accordance with paragraph 8 of FASB Statement No. 95, Statement of Cash Flows].

The SSB does not include the reporting of any balances that OPM maintains on its own books. Thus, carriers will not include balances on the SSB that relate to their letter-of-credit account (LOCA), including the Balance in LOCA, Interest Receivable on LOCA, Interest on LOCA and Program Income Receivable. To assist the carriers in preparing the SSB as of and for the year ended September 30, OPM will provide a ***Report of Letter of Credit Account Activity*** as of September 30, no later than October 4, 2024.

OPM requires all Carriers to submit Interim/Quarterly SSB reports that do not need to be audited; “Unaudited” reports were and remain acceptable (see Chapter II, C. Financial Reporting Requirements – Table). All SSBs are required to be submitted under the comparative financial format. **In addition, management is required to provide an explanation for each line item of the SSB for the primary and secondary carriers with a percentage variance from the previous year’s quarter exceeding five percent (5%) if greater than \$2.5 million and ten percent (10%) if greater than \$1.0 million, respectively.** To assist with the quarterly and fiscal year end SSB report, OPM will provide the current fiscal year *Report of Letter of Credit Account Activity* no later than the fourth business day after the ending reporting period.

Carriers should use actual balances to the extent that they are available at the time the SSB is due to OPM. In the absence of a precise measurement of a balance as of the reporting date, carriers should use accounting estimates that they believe approximate the amount of an item.

The timely submission of a properly prepared SSB is critical to OPM’s ability to generate its financial statements by its November 15, 2024, deadline. In order for OPM to maintain budgeted projections, a preliminary SSB will be required. An SSB for October 1, 2023, through August 31, 2024, with estimates for September 1 – 30, must be received by COB September 16, 2024. The SSB as of and for the Federal FY ended

September 30, 2024, must be received by OPM no later than **1pm EST on October 8, 2024**. It must be submitted by email in Excel format and followed-up **within three business days**, with the requisite preparer and management signatures. The Excel version of the SSB will be provided separate from the Guide. The email address for submitting the Schedule of Selected Balances is Ins-Carriers@opm.gov using “Schedule of Selected Balances” as the subject line.

E. Management Internal Controls (All Carriers)

The U.S. Office of Personnel Management has been directed by the U.S. Office of Management and Budget (OMB), via the document OMB *Circular No A-123, Management’s Responsibility for Enterprise Risk Management and Internal Control*, the responsibility for establishing and maintaining internal controls to achieve the objectives of effective and efficient operations, reliable financial reporting, and compliance with applicable laws and regulations.

To accommodate this requirement, carriers’ management is required to provide OPM with a letter documenting its ability or lack thereof to adhere to “Internal Controls.” Carriers are required to inform OPM of any “material weaknesses/significant deficiencies” for the Federal FY 2024 period of October 1, 2023, through August 31, 2024, and/or any significant subsequent events for the overall period of October 1, 2023, through September 30, 2024 (see Chapter II, B. Financial Reporting Requirements – Table). In addition, carriers are required to submit their letter for the Federal FY 2024 period of October 1, 2023, through August 31, 2024, no later than close of business September 8, and any subsequent events for the Federal FY Ended September 30, no later than **close of business October 7th**. (See Appendix I for sample letter).

Carriers’ management should use all applicable internal control documentation, general and information technology (IT) controls, and information provided by its IPA for its internal control conclusion that will be conveyed to OPM.

Carriers’ management letter should be addressed to OPM’s Chief Financial Officer, submitted in an email and followed-up **within three business days** with the requisite management signature(s). The email addresses for submitting the *Management Internal Controls* are Ins-Carriers@opm.gov and FEHBIP@opm.gov using “Management Internal Controls – Plan Name and Contract Number” as the subject line.

F. Report of Subsequent Events (All Carriers)

Financial events may occur that would require a carrier to revise the balances it has reported to OPM on its *Schedule of Selected Balances (SSB)*. Such events have the potential to require that OPM adjust the amounts it has posted to its records from the SSB. It is critical, therefore, that carriers **immediately** inform OPM of any change to the amount(s) reported on the June 30 and the Federal FY Ended September 30 SSB that exceed 2.5 percent of total assets, liabilities, revenue, or expenses.

Carriers will report to OPM such financial events via the *Report of Subsequent Events* (see Appendix C for form and content). The *Report of Subsequent Events* must be submitted to OPM as often as events transpire that meet the criteria discussed above through close of business on August 1, 2024, for June 30, and on November 1, 2024, for the Federal FY Ended September 30, 2024. Carriers must email all *Reports of Subsequent Events*, with requisite signatures and contact information. The email address for submitting the *Report of Subsequent Events* is Ins-Carriers@opm.gov using “Report of Subsequent Events” as the subject line.

Chapter IV, Guidance for Independent Public Accountants (IPAs)

A. Audits Must Be Performed in Accordance with GAGAS

IPAs must conduct the financial statement audits required by OPM in accordance with the standards issued by the Comptroller General through the United States Government Accountability Office and by the American Institute of Certified Public Accountants (AICPA). These standards are often referred to as generally accepted government auditing standards (GAGAS). The current GAGAS can be found at <http://www.gao.gov/assets/d24106786.pdf>. IPAs are also responsible for monitoring relevant changes in GAGAS, as well as applicable generally accepted auditing standards issued by the AICPA and considering the implications of these changes on their engagement.

B. Audit Instructions for Independent Public Accountants of Experience-Rated Carriers

An independent audit firm previously developed a document for OPM entitled *Audit Instructions for the Independent Public Accountants of Experience-Rated Carriers* [hereafter, *Audit Instructions*]. *Audit Instructions* will be forwarded to all carriers' subject to primary audit coverage under separate cover. Carriers subject to primary audit coverage must ensure that their IPAs receive the *Audit Instructions* package and perform the procedures within the timeframes therein. Carriers subject to secondary audit coverage and carriers within their first contract year must not have these procedures performed. IPAs must follow the OPM guidelines in effect for the period being examined and modify their procedures to test the compliance requirements accordingly. OPM's independent auditor will work directly with the carriers' IPA to ensure that the procedures contained in *Audit Instructions* are fully understood and complied with.

C. Leveraging Interim Audit Procedures

One of OPM's objectives is to minimize the amount of additional effort that carriers and their IPAs must expend to meet the requirements in this Guide. OPM anticipates that the IPAs for carriers subject to primary audit coverage will, to the extent feasible, **leverage** the interim work they perform as of June 30, 2024, to lessen the effort and

expense of opining on the September 30, 2024, financial statements or the AAS as and for the year ended December 31, 2024. By doing so, any potential increase in administrative costs related to complying with the *Audit Instructions* can be controlled.

D. Application Of Improper Payments Reporting Agreed-Upon Procedures (All Carriers)

OPM requires that all Experience-Rated Carriers require their Independent Public Accountants to perform agreed-upon procedures (AUPs) to provide OPM with assurance and comfort that Program operations are being performed in accordance with regulations and the carrier's contracts. Carriers are required to conduct one AUP per contract that covers the plan codes for that contract. The procedures required are provided in Appendix D. OPM will not consider alternate procedures designed to produce similar results.

The required reporting deliverables on the application of agreed-upon procedures are due to OPM by:

- **March 31, 2025**, for carriers selecting **Financial Reporting Option 1** for the 12-month period January 1 through December 31, 2024
- **December 16, 2024**, for carriers selecting **Financial Reporting Option 2** for the 12-month period October 1, 2023 through September 30, 2024.

The AUP reporting deliverables includes:

- OPM AUP Reports Spreadsheet with the following tabs filled out
 - IPs Defined by Activity
 - AUP Test Results Table
 - Table 6 – Average Days to Pay Claims
 - Table 7 – LOCA
 - Current and Prior Year's Findings
- Attestation and Formal Written Report
 - Appendix E - Sample IPA Reports
 - Report on Agreed Upon Procedures

For carriers sampling twice per year, they will have one submission (based on financial reporting option selected) with two separate sets of OPM AUP Reports Spreadsheets. They would submit only one attestation/formal written report. This formal report should contain a separate set of tables for each sampling period.

All Experience-Rated Carriers (carriers subject to Primary Audit Coverage and carriers subject to Secondary Audit Coverage) must submit their OPM AUP Reports spreadsheet to the following two e-mail addresses:

- FEHBIP@opm.gov, with a copy to their OPM Contracting Officer.
- Ins-Carriers@opm.gov

Please use the e-mail subject line, “AUP Reports – Plan Name and Contract Number.”

Chapter V, Corrective Action Plans

To ensure that deficiencies discovered during the audits discussed in this Guide are resolved, each carrier who is subject to primary and secondary audit must develop and submit to OPM a Corrective Action Plan (CAP).

A CAP, if applicable, is due to OPM by:

- **June 30, 2025**, for carriers selecting **Financial Reporting Option 1**
- **March 14, 2025**, for carriers selecting **Financial Reporting Option 2**

The CAP is an essential part of a carrier's annual reporting requirements. It must be presented on the carrier's letterhead, signed by an appropriate carrier official, include his or her title, and telephone number.

In the CAP, a carrier's management must:

- Describe the corrective action taken or planned in response to findings identified in the IPA's report.
- Comment on the status of corrective action taken on the findings included in the IPA's two prior reports.

The CAPs are to be sent to the following two e-mail addresses:

- FEHBIP@opm.gov, with a copy to their OPM Contracting Officer.
- Ins-Carriers@opm.gov

Please use the e-mail subject line, "CAP Report – Plan Name and Contract Number."

Appendix A. Carriers Subject to Primary Audit Coverage for Federal FY 2024

- Blue Cross Blue Shield Association (BCBS)
- Government Employees Health Association (GEHA), Inc.
- National Association of Letter Carriers (NALC) Health Benefit Plan
- Mail Handlers Benefit Plan
- American Postal Workers Union (APWU) Health Plan

The above represents OPM's projected carriers subject to primary audit coverage based on the carriers' financial data from Federal FY 2023.

Appendix B. Schedule of Selected Balances

(New Update: The Excel version of the SSB will be provided separately from the Guide)

Schedule of Selected Balances (Unaudited)			
As of (insert applicable reporting period, e.g. June 30, 2024)			
Carrier Name:			
Enrollment Code:			
Assets		FY 2024	FY 2023
Cash and Cash Equivalents			
Investments			
Prepaid Expenses			
Other Assets (except Balance in LOCA, Interest Receivable on LOCA and Program Income Receivable) (provide description)			
Liabilities			
Health Benefits Incurred but not Reported (IBNR)			
Claims Reported but not Paid			
Accrued Administrative Expenses			
Other Liabilities (do not include Special Reserve)			
Revenue			
Interest Income, Net (do not include interest on LOCA)			
Expenses			
Health Benefits Paid (A)			
Less: Beginning Health Benefits Accrual, e.g. October 1 (B)			
Plus: Ending Health Benefits Accrual, e.g. June 30 (C)			
Total Health Benefits Charges – (A), (B) and (C)			
Administrative Expenses			
Service Charge			
Other Expenses			
Prior Period Adjustment (reflect as "negative", if increase to equity)			
Preparer Information		CFO/Accounting Manager Information	
Name (print)		Name (print)	
Signature		Signature	
Date Signed		Date Signed	
Phone		Phone	
Fax		Fax	
Email		Email	

Appendix C. Report of Subsequent Events

Report of Subsequent Events				
Carrier Name:				
Code:				
Line Item(s) Affected	Explanation of Change (continue on separate sheet of paper, if necessary)	Last Balance Reported	Revised Balance	Change from Previous Balance
Preparer Information		CFO/Accounting Manager Information		
Name (print)		Name (print)		
Signature		Signature		
Date Signed		Date Signed		
Phone		Phone		
Fax		Fax		
Email		Email		

Appendix D. Improper Payments Reporting Agreed-Upon Procedures

Introduction

The Payment Integrity Information Act of 2019 (PIIA) requires Federal agencies to improve efforts to identify and reduce government-wide Improper Payments (IP) and increase payment integrity across Federal programs. The Office of Management and Budget (OMB) published OMB Memorandum M-21-19, Appendix C to OMB Circular A-123, Requirements for Payment Integrity Improvement (Appendix C), on March 5, 2021. Under Appendix C, agencies are required to assess all programs and activities with annual outlays greater than \$10M and identify those that are susceptible to significant Improper Payments, defined as “a payment that was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirements.” Agencies are also required to report Improper Payments estimates on those programs and activities using a statistically valid sampling and estimation methodology plan (S&EMP). An S&EMP is considered statistically valid if it produces point estimates and confidence intervals around those estimates.

The term payment, under PIIA guidance is defined as any disbursement or transfer of Federal funds to any non-Federal person, non-Federal entity, or Federal employee that is made by a Federal agency, a Federal contractor, a Federal grantee, or a governmental or other organization administering a Federal program or activity. All program outlays will fall into one of the following possible payment type categories: Proper Payment, Improper Payment, or Unknown Payment. The Improper Payments are further defined as Overpayments, Underpayments, and Technically Improper Payments. The terms are defined as follows:

Proper Payment: A payment made to the right recipient for the right amount that has met all program specific legally applicable requirements for the payment.

Improper Payment: A payment that was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirements. There are 3 types of Improper Payments:

- *Overpayment:* A payment in excess of what is due. When an overpayment occurs, the Improper Payment amount is the difference between the amount due and the amount of which was actually paid. An overpayment is a monetary loss type IP.
- *Underpayment:* A payment that is less than what is due. When an underpayment occurs, the Improper Payment amount is the difference between the amount due and the amount which was paid. An Underpayment is a non-monetary loss type IP.

- *Technically Improper Payment:* A payment made to an otherwise qualified recipient for the right amount, but the payment failed to meet all applicable regulatory and/or statutory requirements. A Technically Improper Payment is a non-monetary loss type IP.

Unknown Payment: A payment that could be either proper or improper, but the agency is unable to discern whether the payment was proper or improper as a result of insufficient or lack of documentation.

All Experience-Rated Carriers are required to provide their Independent Public Accountants (IPA) documentation of the application of these Improper Payments reporting AUPs. This must include a statistically valid estimate of the combined number of Improper Payments and Unknown Payments made by the carrier, the dollar value of those Improper Payments and Unknown Payments, and also estimates for the five specified root cause categories of Improper Payments. Descriptions of the five root cause categories are explained in the Root Cause Category table below. Note for Overpayments and Underpayments, there is a choice of three different root cause categories (Failure to Access Data, Data/Information Needed Does Not Exist, Inability to Access Data). All Technically Improper Payments will have just one root cause category: Statutory Requirements of Program were Not Met root cause category. All Unknown Payments will have just one root cause category: Unable to Determine whether Proper or Improper root cause category.

Improper Payment Type	Root Cause Category Abbreviation	Description
Overpayments Underpayments	Failure to Access Data/Information FA	IPs are attributed to human errors to access the appropriate data/information to determine whether or not a beneficiary or recipient should be receiving a payment, even though such data/information exists and is accessible to the agency or entity making the payment.

Improper Payment Type	Root Cause Category Abbreviation	Description
Overpayments Underpayments	Data/Information Needed Does Not Exist DI	A situation in which there is no known database, dataset or location currently in existence that contains the data/information needed to validate the payment accuracy prior to making the payment.
Overpayments Underpayments	Inability to Access Data/Information IA	A situation in which the data or information needed to validate payment accuracy exists but the agency or entity making the payment does not have access to it.
Technically Improper Payments	Statutory Requirements of Program Were Not Met SR	A payment made to an otherwise qualified recipient for the right amount but the payment process failed to meet all regulatory and/or statutory requirements. All Technically IPs will fall into this cause category.
Unknown Payments	Unable to Determine Whether Proper or Improper UD	A payment that could be either proper or improper but the agency is unable to determine whether the payment was proper or improper as a result of insufficient or lack of documentation. All Unknown Payments will fall into this cause category.

OPM will roll-up these estimates from all carriers who service OPM to provide a nationwide estimate of the Federal Employees Health Benefits (FEHB) Experience-Rated Carriers Improper Payments and Unknown Payments.

In order to maintain standard reporting, OPM requires that all Experience-Rated Carriers must perform the Improper Payment Reporting Agreed Upon Procedures. OPM will not consider alternate procedures designed to produce similar results. The standardized reporting results are to be reported in the OPM AUP Reports spreadsheet. This standardized

data is needed for OPM to calculate the Improper Payment and Unknown Payment rate estimate for the Experience-Rated Carriers in the FEHB Program.

The Improper Payments Reporting Agreed-Upon Procedures must cover a 12-month timeframe that aligns with the financial reporting option the Carrier selected in the Financial Reporting and Audit Guide. For carriers in Option 1, the 12-month timeframe is from January 1 through December 31. For carriers in Option 2, the 12-month timeframe is from October 1 through September 30.

1. Health Benefits Claims Paid

Procedures to Sample Records

Stratify the claims-paid universe into six paid claims subgroups (every claim needs to be in one and only one of the following subgroups):

Strata for Sampling of Paid Claims

Payment to:	Age of Subscriber	
	Under age 65	65 and Over
Physician	1	4
Hospital	2	5
Pharmacy/Prescriptions	3	6

- From each subgroup, select a sample of 60 paid claims for a total of up to 360 paid claims to examine the accuracy and timeliness of claim payments.
- For this and other agreed-upon procedures, the sample size and level of examination are driven by OPM’s obligation to provide a program-wide assessment of Improper Payments.
- Carriers are required to report Pharmacy/Prescriptions claims even if the payments are adjudicated by contracted third party.
- The sample is to be drawn using a systematic random sampling methodology with a random start. **Do Not Select a Judgmental Sample.**
- This sample will be more than adequate to make usable determinations for the carrier by the category of recipient (e.g. physician) or by age of subscriber.

Carriers will be allowed to sample twice per year in order to distribute their IPA’s work. For Carriers sampling twice per year:

- This will require the submission of two separate sets of OPM AUP Reports spreadsheets corresponding to the sample size for each occasion of sampling that covers the 12-month period. [Please note – the entire claims population is subject to sampling. All non-Hospital Medicare Part B services, other than Pharmacy/Prescriptions, should be part of Physicians category].
- Carriers are required to use proportionate sampling sizes to avoid skewing the results. The IP estimate is statistically projected out to the population from which the sample was taken. Please note – the entire claims population, covering the 12-month period, is subject to sampling. Disproportionate sample sizes will prevent OPM from achieving an acceptable level of precision from the samples.
 - For example, if the sample size for a subgroup is 60, the following proportions are acceptable for sampling twice per year:

Sample Size	1 st Sample – Records Tested	# of months tested for 1 st sample	2 nd Sample – Records Tested	# of months tested for 2 nd sample
60	30	6	30	6
60	35	7	25	5
60	40	8	20	4

- Suggested Cutoff Dates for Financial Reporting Option 1

Sample Size	1 st Sample – Records Tested	Months tested for 1 st sample	2 nd Sample – Records Tested	Months tested for 2 nd sample
60	30	Jan – Jun	30	Jul – Dec
60	35	Jan – Jul	25	Aug – Dec
60	40	Jan – Aug	20	Sep – Dec

- Suggested Cutoff Dates for Financial Reporting Option 2

Sample Size	1 st Sample – Records Tested	Months tested for 1 st sample	2 nd Sample – Records Tested	Months tested for 2 nd sample
60	30	Oct – Mar	30	Apr – Sep
60	35	Oct – Apr	25	May – Sep
60	40	Oct – May	20	Jun – Sep

- The cutoff dates for the samples for each of the Financial Reporting Options is spelled out above.
- The samples for the two selections must sum to the required sample size for the year.

For each subgroup, use the following steps to select a systematic random sample:

1. Compute a “Take Every” value, equal to the number of paid claims divided by 60.

$$\text{Number of Paid Claims in subgroup} \\ \text{“Take Every”} = 60$$
2. If “Take Every” value is less than or equal to 1.0, take all the claims (there are fewer than 60).
3. For “Take Every” value larger than 1.0, pick a “Start With,” integer between 1 and the “Take Every” value.

$$\text{Start With} = \{1, 2, 3, \dots, \text{“Take Every”}\}$$
4. Sort the paid claims records by size of payment – this guarantees representation of large, medium, and small claims.
5. Calculate a table in Excel or another spreadsheet that contains 60 rows – the 60 records in your sample that you will test:
 - a. Column 1 – enter the numerals 1 through 60 in the first 60 rows to establish sample record number
 - b. Column 2 – first row equals Start With
 - c. Column 2 – second row equals value in row 1 plus “Take Every” – **Do Not Round**
 - d. Column 2 – third row equals value in row 2 plus “Take Every” – **Do Not Round**
 - e. Column 2 – continue to row 60, where the entry for each row equals the value of the row above plus the “Take Every”
 - f. Column 3 – take the integer part of the value in column 2
6. The values in column 3 are the record numbers of the 60 records that will be in your sample out of all the claims paid records sorted by size of claim. These are the records that will be tested.

Example:

For Group X:

Number of Claims =	440
Sample Size =	60
Take Every =	7.333333333
Start With =	5

Column 1	Column 2	Calculation	Column 3
Sample Record Number	Running Total	=Start with	Record to Test
1	5	=5	5
2	12.33333333	=5 + 7.333	12
3	19.66666667	=12.333 + 7.333	19
...
58	423	=415.667 + 7.333	423
59	430.333333	=423 + 7.333	430
60	437.6666667	=430.333 + 7.333	437

Use this same sampling methodology in selecting samples in sections 2 – 6 of this Appendix D.

The reporting process will require the submission of the OPM provided Excel spreadsheet (OPM AUP Reports.xlsx), which includes 6 tabs:

- IPs Defined by Activity
- AUP Test Results Table
- Statistical Tables (automatic calculations – no data entry required)
- Table 6 – Average number of Days to Pay Claims
- Table 7 – Letter of Credit Authorizations
- Current and Prior Year’s Findings

The first tab, IPs Defined by Activity, requires data entry of summary information on the total number of claims and the dollar amount paid for sections 1, 3, 4, 5, and 6 (Health Benefits Claims Paid, Cash and Equivalents, Administrative Expenses, Refunds, and Provider Charges) as indicated in this Appendix D. It also requires data entry of summary information for the number of sampled claims and its corresponding dollar value for those same sections.

The second tab, AUP Test Results Table, requires the data entry of the results from testing each of the samples. This includes the dollar value of the sample, the type of Improper Payment identified, the dollar amount of the Improper Payment, and the root cause

category for that Improper Payment. If no Improper Payment or Unknown Payment is identified, the record should be left blank. No data entry is required for proper payments.

The data entered into the first two tabs, will automatically produce Data Tables 2-5 in the Statistical Tables tab. The statistical calculation tables are needed to project the IP and UP estimates from the sample to the entire carrier population, as defined in the first tab, IPs Defined by Activity. The data from these tables will be aggregated to produce the Improper Payment and Unknown Payment estimates for the entire FEHB Program – Experience Rated Carriers. Detailed instructions for entering the data are in section 8 of this document, AUP Reporting Requirements – Instructions and Report Forms.

The fourth tab, Table 6 – Average Number of Days to Pay Claims, requires the data entry of the total number of days (cumulative across the sample) required to pay the sampled claims.

The fifth tab, Table 7 – Letter of Credit Authorizations, requires the data entry of the results of the evaluation of Letter of Credit Authorizations. The details for filling out this table are in section 2 of this Appendix D.

The sixth tab, Current and Prior Year’s Findings, requires the data entry of the schedule of findings, questioned costs, and recovered costs for the current year and comments on resolution of prior year’s examination findings. See instructions in Appendix E – Sample IPA Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts and Section 3 – Illustrative Comments on Resolution of Prior Year’s Examination Findings.

Procedures to Test Sample Records

For each paid claim selected (up to 360 total), check for the Accuracy of Claim Payments and Timeliness of Claim Payments.

Accuracy of Claim Payments. For each claim selected, perform the following:

- Determine Eligibility
 - Compare the claimant’s name and other identifying information to the carrier’s subscriber eligibility files and determine eligibility.
- Accuracy of Claim Amount
 - Inspect documentation evidencing accuracy of claim amount.
- Allowability of Claim
 - Inspect documentation evidencing allowability of claim and compare with the terms of the contract.
- Compare Claim Amount to General Ledger

- Compare evidence of claim amount with claim amount recorded in the general ledger.
- Application of Member Cost Share
 - Inspect documentation supporting proper application of member cost share.
- Application of Coordination of Benefits (COB)
 - Inspect documentation supporting proper application of coordination of benefits (COB).
- Compliance with Provider Agreements
 - Obtain agreements detailing arrangements the carrier has established with its providers for discounts and settlements.
 - Review the provider agreements for claims sampled and determine whether the claims paid are in compliance with provider agreements.

For claim populations of subscribers age 65 and over, also perform the following:

- Obtain Subscriber History File
 - Obtain the subscriber history file (for up to 6 months) of subsequent information.
- Check for Other Insurance Coverages
 - Inspect documentation that identifies other insurance coverages (Medicare, etc.) impacting coordination of benefits (COB).
- Retroactive Application of Coverage
 - Recalculate COB amounts due OPM for retroactive application of coverage.
- Check to Determine that Amount Charged to Program agrees with Remittance/Check/EFT
 - Determine whether the amount of the claim and the amount charged to the Program agree with the amount on the remittance advice to provider, or amount of the check.

Evaluation of Accuracy of Claim Payment: Identify all claims with errors, including monetary amounts found, for each subgroup sample and report the claim amounts and error as a finding. Carriers must report all findings in the OPM AUP Reports spreadsheet, Current & Prior Year's Findings Tab. See instructions in Appendix E – IPA Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts.

Timeliness of Claim Payments. For each sample, calculate the average number of working days from the date a claim was received to the date it is adjudicated (paid, denied, or a request for further information is sent out).

Evaluation of Timeliness of Claim Payments: If the cumulative percentage of average days for all subgroups exceed the standards expressed in Section 1.9(f)(4) for fee-for service carriers and Section 1.9(g) (2) for experienced-rated HMO carriers, of the standard contract, report the results as a finding.

For each instance identified in the Accuracy of Claim Payments, identify the type of Improper Payment (Overpayment, Underpayment, Technically Improper Payment), or Unknown payment), as appropriate, and identify the amount of the Improper Payment or Unknown Payment.

For each type of Improper Payment identified, assign the appropriate root cause category. Please refer to the Root Cause Category Table in the AUP Reporting Requirements section of this document.

Enter results of all records tested into the data file. Use the attached OPM AUP Reports spreadsheet, AUP Test Results Table tab. Please note that for each record tested, report only one type of Improper Payment. Detailed instructions for entering the data are in the AUP Reporting section of this Appendix D.

In addition, complete Table 6 – Average Number of Days to Pay Claims in the report form regarding time to adjudication. This table is in the AUP Reporting section of this Appendix D. Enter the data into the attached OPM AUP Reports spreadsheet, Table 6 – Days to Pay Claims tab.

Carriers must report all findings in the OPM AUP Reports spreadsheet, Current & Prior Year's Findings Tab. See instructions in Appendix E – Sample IPA Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts.

2. Letter of Credit Authorizations

Please note: This section is not part of the sampling universe for calculating the Improper Payment and Unknown Payment estimate as there is a potential for double counting payments with Health Benefits Claims Paid and Administrative Expenses. The following procedures need to be performed and reported in the OPM AUP Reports spreadsheet, tab Table 7 - LOCA.

Also, please note: This section does not apply to those carriers who have received waivers from the LOC accounting. If you have a waiver, please submit a copy of the waiver from OPM. **In addition, waivers need to be justified every three years per FEHBAR 1632.170(b)(3).**

Procedures to Sample Records

Select a sample of 60 drawdowns from the carrier's letter of credit account (LOCA). All the carrier's LOCA accounts must be subject to having a sample drawn from them. If there are less than 60 LOCA transactions during the period, a 100% sample must be taken. Follow the instructions given above in 1. Health Benefits Claims Paid for sample selection. Again, the sampling technique to be used is a systematic random sample with a random start methodology.

Procedures to Test Sample Records

Use the sample to:

- **Examine Drawdowns:** Examine the drawdowns and confirm that the amounts drawn down are supported by claims invoices, administrative expense vouchers or other documentation, and compare the total dollar value of the supporting documentation with the amounts drawn down.
- **Inspect Drawdowns:** Inspect drawdowns. Compare the date the checks issued for carrier disbursements were presented to the carrier's bank with the date of the draw.

Evaluation of LOCA Drawdowns: Compile the number of times that the dollar value of the LOCA draw down exceeds the dollar value of the supporting documentation. In each case identified, report the amount of the excess. In addition, compile the number of times that LOCA drawdowns occur before checks issued for carrier disbursements are presented to the carrier's bank. Complete Table 7 report form, located in the OPM AUP Reports spreadsheet.

Carriers must report all findings in the OPM AUP Reports spreadsheet, Current & Prior Year's Findings Tab. See instructions in Appendix E – Sample IPA Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts.

3. Cash and Equivalents

Procedures to Sample Records

Uncashed Checks.

- Inspect a random sample of 60 uncashed checks. Follow the instructions given in 1. Health Benefits Claims Paid for sample selection.
- The sampling technique to be used is a systematic random sample with random start.

- If there are less than 60 uncashed checks during the period, a 100% sample must be taken.

Procedures to Test Sample Records

- Identify and tally all uncashed checks from the sample group outstanding for two years or more.
- Compare the amounts represented by these uncashed checks with the corresponding amounts credited to the Program, and
- Identify those checks that were credited to the FEHB Program later than the 25th month after issuance or not credited at all.

Evaluation of Uncashed Checks: Compile the number of instances that checks the carrier issued for the Program and outstanding for two years have been credited to the Program later than the 25th month after issuance or not credited to the Program and report the results as a finding.

For each instance identified, report the error amount and identify the type of Improper Payment (Overpayment, Underpayment, Technically Improper Payment), or Unknown Payment, as appropriate.

For each type of Improper and Unknown Payment identified, assign the appropriate root cause category. Please refer to the Root Cause Category Table in the AUP Reporting Requirements section of this document.

Enter results of all records tested into the data file. Use the attached OPM AUP Reports spreadsheet, AUP Test Results Table tab. Please note that for each record tested, report only one type of Improper or Unknown Payment. Detailed instructions for entering the data are in the AUP Reporting Requirements section of this document.

Carriers must report all findings in the OPM AUP Reports spreadsheet, Current & Prior Year's Findings Tab. See instructions in Appendix E – Practitioner Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts.

4. Administrative Expenses

A sample of administrative expenses may be selected twice during the year, (as with the claims paid) to distribute the auditor's work. Carriers are required to use proportionate sampling sizes to avoid skewing the results. The IP and UP estimate is statistically projected out to the population from which the sample was taken. Please note – the entire

administrative expenses population, covering the 12-month period, is subject to sampling. Disproportionate sample sizes will prevent OPM from achieving an acceptable level of precision from the samples. The samples for the two selections must sum to the required sample size for the year.

Carriers must submit two separate OPM AUP Reports spreadsheets for each occasion of sampling.

Procedures to Sample Records

Stratify the administrative expenses into the following four subgroups and select a systematic random sample with random start of each expense population:

- | | | |
|-----|-------------------------------|-----------------------------------|
| (1) | salaries and fringe benefits, | compliance test sample size = 120 |
| (2) | pension costs, | compliance test sample size = 60 |
| (3) | post-retirement benefits, | compliance test sample size = 60 |
| (4) | all other | compliance test sample size = 60 |

If there are less than required sample size of transactions, a 100% sample must be taken.

Salaries and fringe benefits will both be tested in each of the 120 samples. Pension cost allocations from a parent organization must be validated. Such a procedure will likely vary from carrier to carrier.

The sample unit is general ledger transactions for each subgroup. Follow the instructions given in 1. Health Benefits Claims Paid for sample selection. Each subgroup is defined as follows:

1. Salaries and fringe benefits
 - Obtain the general ledger detail of salary expenses for the period.
2. Pension costs
 - Obtain the general ledger detail of pension costs for the period.
3. Post-retirement benefits
 - Obtain the general ledger detail of post-retirement benefits for the period.
4. All Other Expenses
 - Obtain the general ledger detail by journal entry line for all other expenses (e.g., admin fees, non-recurring items, rental charges, printing and supplies, postage, travel, etc....) for the period.

Procedures to Test Sample Records

For each of the 300 sample items, check for Allowable Charges and Manual Adjustments.

Allowable Charges. For each sample item:

- **Verify Transactions with Invoices**
 - Inspect documentation evidencing that each transaction was supported by invoices or other documentation.
- **Determine Allowability**
 - Compare charges to the criteria prescribed for allowability of charges as defined in the contract cost principles procedures found in 48 Code of Federal Regulations (CFR), Part 31 and 1631.
- **Determine Allocability**
 - Inspect documentation evidencing the charges were allocable to the contract, as defined in 48 CFR 31.201-4.
- **Determine Reasonableness**
 - Compare charges to definition of reasonable charges as described in 48 CFR 31.201-3.

Evaluation of Allowable Charges: Report as a finding all instances where administrative charges made to the Program were not in accordance with the contractual terms (allowable, allocable, reasonable) or the charges were not supported by appropriate documentation. Report all findings in Appendix E – Sample IPA Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts.

Manual Adjustments. For each sample item:

- **Confirm Supporting Documentation Matches Manual Adjustments**

Inspect all manual adjustments to administrative expenses made after period-end closing and compare the adjustments with the corresponding supporting documentation.

Evaluation of Manual Adjustments – Supporting Documentation: Report as a finding all instances where supporting documentation did not exist for manual adjustments under the terms 48 CFR, Part 31 and 1631 (Contract Cost Principles and Procedures).

- **Confirm Manual Adjustments are Allowable**

Inspect all manual adjustments to administrative expenses made after period-end closing and compare the adjusted administrative costs with the charges allowable by 48 CFR, Part 31 and 1631(Contract Cost Principles and Procedures).

Evaluation of Manual Adjustments – Allowable: Report as a finding all instances where adjusted administrative costs were not allowable charges under the terms 48 CFR, Part 31 and 1631.

If the Administrative Expenses – Other category/stratum does contain nonrecurring items and rental charges, then also perform the following:

Nonrecurring Items. Review any nonrecurring items such as gain or loss on sale of assets to ensure that the Program was administered according to 48 CFR 31.205-16 and 1631.205-77.

Evaluation of Nonrecurring Items: Report as a finding all instances where the Program was not in accordance with 48 CFR 31.205-16.

Rental Charges. Review samples of rental charges transactions (involving different properties) according to 48 CFR 31.205-36 (rental costs).

Note any items with rental costs; treatment under a sale and leaseback agreement; and charges for rent between any divisions, subsidiaries, or organizations under common control.

Evaluation of Rental Charges: Report as a finding all instances where amount charged exceeds allowable amounts according to 48 CFR 31.205-36 (rental costs).

For each instance identified in Allowable Charges, Manual Adjustments, Nonrecurring Items, and Rental Charges, report the error amount and identify the type of Improper Payment (Overpayment, Underpayment, Technically Improper Payment), or Unknown Payment, as appropriate.

For each type of Improper or Unknown Payment identified, assign the appropriate root cause category. Please refer to the Root Cause Category Table in the AUP Reporting section of this Appendix D.

Enter the results of all records tested into the data file. Use the attached OPM AUP Reports spreadsheet, AUP Test Results Table tab. Please note that for each record tested, report only

one type of Improper or Unknown Payment. Detailed instructions for entering the data are in the AUP Reporting section of this Appendix D.

Carriers must report all findings in the OPM AUP Reports spreadsheet, Current & Prior Year's Findings Tab. See instructions in Appendix E – IPA Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts.

5. Refunds

Accounting Policies and Procedures. Inspect the carrier's accounting policies and procedures used to account for solicited and unsolicited claims refunds and determine whether the policies and procedures are in accordance with the contract.

Evaluation of Accounting Policies and Procedures: Report as a finding all instances where the carrier lacks policies and procedures to account for claims refunds or where policies and procedures do not agree with the contract.

Outstanding Refunds. Compare the outstanding refunds report to the total refunds reported in the general ledger.

Evaluation of Outstanding Refunds: Report as a finding all instances where the outstanding refunds report does not agree with the general ledger.

Discounts/Settlements Returned to the Program.

Tally the number of transactions where amounts resulting from provider discounts/settlement agreements were returned in accordance with the requirements in the FEHB Contract Section 2.3.

- **Timely Return of Provider Settlements**
 - Determine if provider settlements resulted from the claim payments. If so, verify that the claim payments were timely returned to the Program in accordance with the requirements in the FEHB Contract, Section 2.3.

Evaluation of Discounts/Settlements Returned: Report as a finding the number of instances where the carrier does not credit the Program in accordance with the terms of the agreements and does not return funds benefited from the discounts/settlement agreements in accordance with the requirement in the FEHB Contract Section 2.3.

Carriers must report all findings in the OPM AUP Reports spreadsheet, Current & Prior Year's Findings Tab. See instructions in Appendix E – Sample IPA Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts.

Procedures to Sample Records

Refund Transactions. Select a systematic random sample with a random start of 60 claims refund transactions (resulting from direct and indirect charges). If there are less than 60 transactions, a 100% sample must be taken. Follow the instructions given in 1. Health Benefits Claims Paid for sample selection.

Procedures to Test Sample Records

Perform the following:

- Compare refunds allocable to the Program in accordance with the requirements in the FEHB contract, Section 2.3.
- For refunds that were allocated to the Program, but where the proportionate share of the charge or associated refund cannot be identified, compare the Program refund with an amount derived from the application of a percentage (Program's share of the carrier's business proportionate to the carrier's total business) to the total refund amount.
- Coordination of Benefits (COB) Refunds Properly Applied to Contract
 - Select COB refunds and determine that they were properly applied to the contract.

Evaluation of Refund Transactions: Report as a finding all instances where refunds (directly or indirectly) associated with the Program are not credited to the Program in accordance with the requirements in the FEHB contract, Section 2.3.

For each instance identified in Refund Transactions, Outstanding Refunds, and Discounts/Settlements Returned, report the error amount and identify the type of Improper Payment (Overpayment, Underpayment, Technically Improper Payment), or Unknown Payment, as appropriate.

For each type of Improper Payment identified, assign the appropriate root cause category. Please refer to the Root Cause Category Table in the AUP Reporting section of this Appendix D.

Enter results of all records tested into the data file. Use the attached OPM AUP Reports spreadsheet, AUP Test Results Table tab. Please note that for each record tested, report only one type of Improper or Unknown Payment. Detailed instructions for entering the data are in the AUP Reporting section of this Appendix D.

Carriers must report all findings in the OPM AUP Reports spreadsheet, Current & Prior Year's Findings Tab. See instructions in Appendix E – Sample IPA Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts.

6. Provider Charges

Procedures to Sample Records

Compliance with Provider Agreements.

Inspect a sample of 30 carrier settlements and document and determine whether they comply with provider agreements. If there are less than 30 settlements, a 100% sample must be taken. Follow the instructions given in 1. Health Benefits Claims Paid for sample selection.

Procedures to Test Sample Records

Compare the settlement received by the Program with the terms of the agreements.

Evaluation of Compliance with Provider Agreements: Report as a finding the number of instances where the carrier settlements do not comply with provider agreements.

For each instance identified, report the error amount and identify the type of Improper Payment (Overpayment, Underpayment, Technically Improper Payment, or Unknown Payment), as appropriate.

For each type of Improper Payment identified, assign the appropriate root cause category. Please refer to the Root Cause Category Table in the AUP Reporting section of this Appendix D.

Enter results of all records tested into the data file. Use the attached OPM AUP Reports spreadsheet, AUP Test Results Table tab. Please note that for each record tested, report only one type of Improper Payment. Detailed instructions for entering the data are in the AUP Reporting section of this Appendix D.

Carriers must report all findings in the OPM AUP Reports spreadsheet, Current & Prior Year's Findings Tab. See instructions in Appendix E – Sample IPA Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts.

Retroactive Settlements. Inspect payment/pricing methodology and determine if the methodology allows for retroactive settlements to occur.

Evaluation of Retroactive Settlements: Report as a finding the number of instances where the carrier cannot identify discounts and settlements. Carriers must report all findings of this evaluation in the OPM AUP Reports spreadsheet, Current & Prior Year's Findings Tab. See instructions in Appendix E – Sample IPA Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts.

7. Status of Prior Year Findings

If the carrier was subject to the Guide in the prior year, update the status of prior year findings. Obtain the carrier's corrective action plan from the prior year. Obtain an update on the status of each finding from the prior year. Verify that the actions indicated were completed by the Carrier by viewing evidence from the plan. Carriers must report all prior year findings in the OPM AUP Reports spreadsheet, Current & Prior Year's Findings tab. Also, see Appendix E – Sample IPA Reports, Section 3 – Illustrative Comments on Resolution of Prior Year's Examination Findings and Section 4 Illustrative Corrective Action Plan for Material Weaknesses or Findings.

8. AUP Reporting – Instructions and Report Forms

Carriers are required to conduct one AUP per contract that covers the plan codes for that contract.

For the AUP reporting process, carriers will be required to submit the OPM AUP Reports spreadsheet. The spreadsheet includes 6 tabs:

1. IPs Defined by Activity (data entry required)
2. AUP Test Results Table (data entry required)
3. Statistical Tables (automatic calculations – no data entry required)
4. Table 6 – Average Number of Days to Pay Claims
5. Table 7 - LOCA Table; external report (outside of sample universe; data entry required)
6. Current and Prior Year's Findings (data entry required)

The narrative below provides instructions on completing the IP reporting spreadsheet and Tables.

For carriers that will be sampling twice per year, they are required to use proportionate sampling sizes to avoid skewing the results. The IP estimate is statistically projected out to the population from which the sample was taken. Please note – the entire claims population, covering the 12-month period, is subject to sampling. Disproportionate sample

sizes will prevent OPM from achieving an acceptable level of precision from the samples. The samples for the two selections must sum to the required sample size for the year.

For example, if the sample size for a stratum is 60, the following proportions would be acceptable for sampling twice per year:

Sample Size	1 st Sample – Records Tested	# of months tested for 1 st sample	2 nd Sample – Records Tested	# of months tested for 2 nd sample
60	30	6	30	6
60	35	7	25	5
60	40	8	20	4

Suggested Cutoff Dates for Financial Reporting Option 1

Sample Size	1 st Sample – Records Tested	months tested for 1 st sample	2 nd Sample – Records Tested	months tested for 2 nd sample
60	30	Jan – Jun	30	Jul – Dec
60	35	Jan – Jul	25	Aug – Dec
60	40	Jan - Aug	20	Sep – Dec

Suggested Cutoff Dates for Financial Reporting Option 2

Sample Size	1 st Sample – Records Tested	months tested for 1 st sample	2 nd Sample – Records Tested	months tested for 2 nd sample
60	30	Oct – Mar	30	Apr – Sep
60	35	Oct – Apr	25	May – Sep
60	40	Oct - May	20	Jun – Sep

Carriers must submit two separate OPM AUP Reports spreadsheets for each occasion of sampling.

OPM AUP Reports Spreadsheet – Data Entry (Excel Spreadsheet)

The OPM AUP Reports spreadsheet is organized into six tabs; IPs Defined by Activity, AUP Test Results Table, Statistical Tables, Table 6 – Days to Pay Claims, Table 7 – LOCA, and Current and Prior Year’s Findings.

The **IPs Defined by Activity** tab requires data entry of summary information on the total number of claims and the dollar value paid. It also requires data entry of the information for the number of sampled claims and its corresponding dollar value paid. This is visually presented in Table 1 below, IPs Defined by Activity.

The **AUP Test Results Table** tab requires data entry of the results from testing each of the samples. This includes the type of Improper Payment and Unknown Payment identified, the dollar amount of the Improper and Unknown Payment, and the root cause category for that Improper and Unknown Payment.

Statistical Tables tab -- The data entered into the first two tabs will automatically populate and produce Statistical Tables 2-5, the statistical calculation tables needed to project the IP estimate from the sample to the entire carrier population. The tables are defined as:

- Table 2 – Results of IP Testing
- Table 3 – Monetary vs. Non-monetary IP Findings
- Table 4 – Known vs. Unknown Types of IP
- Table 5 – Amount of IP by Root Cause Category

The data from these tables will be aggregated across all experience-rated carriers to produce the Improper Payment and Unknown Payment estimate for the FEHB Program - experience-rated carriers.

The **Table 6 – Days to Pay Claims** tab requires the data entry of the total number of days (cumulative percentage across the sample) required to pay the sampled claims. This is the table referenced in section 1. Health Benefits Claims Paid of this document.

The **Table 7 - LOCA** tab requires the data entry of the results of the evaluation of Letter of Credit Authorizations. This is the table referenced in section 2. Letter of Credit Authorizations of this document.

The **Current & Prior Year's Findings** tab requires the data entry of the schedule of findings and questioned costs, and recovered costs for the current year and comments on resolution of prior year's examination findings. See instructions in Appendix E – IPA Reports, Section 2 – Illustrative Schedule of Findings and Questioned Amounts and Section 3 – Illustrative Comments on Resolution of Prior Year's Examination Findings.

Note: The data in Table 6 and Table 7 is not factored into the calculation of the IP and UP estimate. However, the test results are captured and analyzed separately.

Instructions for Completing the IPs Defined by Activity tab

Start by entering the Plan Name in cell A2 and Contract Number in Cell B2.

Next, enter the Reference Period Start and End Date (i.e. the 12-month timeframe that aligns with the Financial reporting option the Carrier selected in the Financial Reporting and Audit Guide).

For carriers sampling twice per year, enter the cutoff dates for the two samples (refer to the tables provided at the beginning of this section on pages 41 and 42).

Enter the number and dollar amounts in each of the 13 stratum for the Population universe and the Sample population. The 13 stratum are defined below in Table 1.

The table below is a **visual representation** of what data needs to be entered into the spreadsheet. This is for reference only. Actual data entry must be done in the spreadsheet. Note: For those carriers sampling twice per year, the number sampled needs to be allocated between the two separate spreadsheets submitted. The sum of the two samples must match the required sample size.

Table 1. IPs Defined by Activity (data to be entered in OPM AUP Reports spreadsheet)

Plan Name	Contract #
<enter plan name>	<enter contract number>

Reference Period Start Date (mm/dd/yyyy)	Reference Period End Date (mm/dd/yyyy)

Stratum #	AUP Section (Stratum)	Population - Number	Population - \$ value	Sample - Number	Sample - \$ value
	1. Health Benefits Claims Paid	0	\$0	360	\$0
1	1a. Physician <65			60	
2	1b. Hospital <65			60	
3	1c. Pharmacy <65			60	
4	1d. Physician >65			60	
5	1e. Hospital >65			60	
6	1f. Pharmacy >65			60	
7	3. Cash & Equivalent (uncashed checks)			60	
	4. Admin Expenses	0	\$0	300	\$0
8	4a. Salaries & fringe			120	
9	4b. Pension			60	
10	4c. Post-retirement			60	
11	4d. All Other (e.g. non-recurring items, rental charges, printing, admin fees, etc...)			60	
12	5. Refunds			60	
13	6. Provider Charges			30	
Totals		0	\$0	810	\$0

1. Enter the number and dollar amounts of the Population universe (N).
 - a. For each stratum enter the number of records in the population and the dollar amount (**whole number rounded to the nearest dollar**) of the records in the population.
 - 1a. Health Benefit Claims Paid– Physician <65
 - 1b. Health Benefit Claims Paid - Hospital <65
 - 1c. Health Benefit Claims Paid - Pharmacy <65
 - 1d. Health Benefit Claims Paid - Physician >65
 - 1e. Health Benefit Claims Paid - Hospital >65
 - 1f. Health Benefit Claims Paid - Pharmacy >65

- 3. Cash & Equivalents (uncashed checks)
- 4a. Admin Expenses – Salaries & Fringe
- 4b. Admin Expenses – Pension
- 4c. Admin Expenses – Post-Retirement
- 4d. Admin Expenses – All Other (e.g. non-recurring items, rental charges, printing, admin fees, etc...)
- 5. Refunds
- 6. Provider Charges

- b. **If there are no records in the population, enter zero for both the number and dollar amount. Also enter zeros for the sample size and sample dollar amount.**
- c. Note: The totals are automatically calculated

2. Enter the number and dollar amounts of the Sample population (n).

- a. For each stratum, enter the number of records sampled for testing and the dollar amount (**whole number rounded to the nearest dollar**) of those records in the sample.
- b. If there are less than required sample size of transactions, then 100% of sample needs to be reported.
- c. **If there are no records in the population, enter zero for both the number and dollar amount.**
- d. Note: The totals are automatically calculated.

Instructions for AUP Test Results Table tab

Enter the results of testing (type of Improper Payment or Unknown Payment, Improper or Unknown Payment amount, root cause category) the samples. Data is only to be entered in the cells in columns D through P of the spreadsheet. Names of the columns are listed below.

Please Note: Each record can only have one type of Improper or Unknown Payment.

All other cells in this tab are locked from any data entry.

Column	Column Name
Column D	\$ value of sample
Column E	Overpayment
Column F	\$ Overpayment
Column G	Root Cause Over
Column H	Underpayment
Column I	\$ Underpayment
Column J	Root Cause Under
Column K	Tech IP

Column	Column Name
Column L	\$ Tech IP
Column M	Root Cause Tech
Column N	Unknown Payment
Column O	\$ Unknown Payment
Column P	Root Cause Unknown

Identify and Quantify Appropriate Sample Record tested per each stratum

- a. Start with stratum 1 (HB Claims Paid 1, DR<65), record 1 and enter the dollar (\$) amount of the sample tested from the corresponding stratum.
- b. Data entry for this field is a mandatory requirement. Even if there were no findings during the audit, we need to collect the dollar amount of the sample that was tested.
- c. This field is auto formatted. No dollar sign needed.
- d. Continue this process for each record tested in the stratum.
- e. For those carriers sampling twice per year, two spreadsheets will need to be submitted. Each spreadsheet should start from record 1 of their respective stratum.

Identify and enter the Type of Improper or Unknown Payment

- a. If the testing result found an Improper or Unknown Payment, then identify the type of Payment and locate the appropriate column for that record:
 - i. Overpayment (column E - Overpayment)
 - ii. Underpayment (column H - Underpayment)
 - iii. Technically Improper (column K - Tech IP)
 - iv. Unknown Payment (column N - Unknown Payment)
- b. Enter an “x” (**lowercase**) in the respective column for that record.
- c. **Note: Each record can only have one type of Improper or Unknown Payment. The Improper or Unknown Payment cannot be split into any combination of Overpayment, Underpayment, Technically Improper Payment, or Unknown Payment.**
- d. If the testing result of the record found no Improper or Unknown Payment, leave that record blank. No data entry required for proper payments.
- e. If 100% of the sample is less than the required sample size, report 100% of those records. Leave the remaining rows for that stratum blank. The number of records tested in the sample and reported in this tab, should match the sample size number for that stratum in the IPs defined by Activity tab.

Enter the dollar amount of the Improper or Unknown Payment

- f. Enter the dollar (\$) amount of the Improper or Unknown Payment as a whole number rounded up to the nearest dollar, in the respective column:

- i. Overpayment dollars (column F - \$Overpayment)
 - ii. Underpayment dollars (column I - \$Underpayment)
 - iii. Technically Improper dollars (column L - \$Tech IP)
 - iv. Unknown payment dollars (column O - \$Unknown Payment)
- b. The dollar (\$) amount fields are auto formatted. No dollar sign is needed.

Select the Root Cause Category for the Improper Payment

- a. Choose the Root Cause category for each of the Improper or Unknown Payments identified.
- b. Select the appropriate root cause category for each Improper or Unknown Payment in the respective column.
 - i. Root Cause Overpayment (column G – Root Cause Over)
 - ii. Root Cause Underpayment (column J – Root Cause Under)
 - iii. Root Cause Technically Improper (column M – Root Cause Tech)
 - iv. Root Cause Unknown payment (column P – Root Cause Tech)
- c. For Overpayments and Underpayments there will be choice, via drop down menu, of 3 root cause categories:
 - i. FA – Failure to Access Data/Information
 IPs are attributed to human errors to access the appropriate data/information to determine whether or not a beneficiary or recipient should be receiving a payment, even though such data/information exists and is accessible to the agency or entity making the payment.
 - ii. DI – Data/Information Needed Does Not Exist
 A situation in which there is no known database, dataset or location currently in existence that contains the data/information needed to validate the payment accuracy prior to making the payment.
 - iii. IA – Inability to Access Data/Information
 A situation in which the data or information needed to validate payment accuracy exists but the agency or entity making the payment does not have access to it.
- d. For Technically Improper Payments, the root cause is always SR – Statutory Requirements of Program were not met. The spreadsheet will autofill this value.
 A payment made to an otherwise qualified recipient for the right amount but the payment process failed to meet all regulatory and/or statutory requirements.
- e. For Unknown Payments, the root cause category is always UD – Unable to Determine if proper or improper. The spreadsheet will autofill this value.

A payment that could be either proper or improper but the agency is unable to determine whether the payment was proper or improper as a result of insufficient or lack of documentation.

The table below is a partial snapshot from the OPM AUP Reports spreadsheet, AUP Test Results Table tab. This is test data meant to show the data entry process.

AUP Section	Sample Number	Unique Sample ID	\$ value of sample	Overpayment	\$ Overpayment	Root Cause Over
HB Claims Paid 1	1	DR<65 - 1	\$222		0	
HB Claims Paid 1	2	DR<65 - 2	\$69		0	
HB Claims Paid 1	3	DR<65 - 3	\$32	x	\$10	FA
HB Claims Paid 1	4	DR<65 - 4	\$76		0	
HB Claims Paid 1	5	DR<65 - 5	\$13		0	
HB Claims Paid 1	6	DR<65 - 6	\$223		0	
HB Claims Paid 1	7	DR<65 - 7	\$119		0	
HB Claims Paid 1	8	DR<65 - 8	\$226		0	
HB Claims Paid 1	9	DR<65 - 9	\$162		0	
HB Claims Paid 1	10	DR<65 - 10	\$229		0	

In this example above, record 3 from the HB Claims Paid stratum/subgroup 1 (i.e. for payments made to Physicians from the Age Group of members less 65 years old), contained an Improper Payment.

- The \$ value of the claim in the sample was \$32. The value “32” was entered in the cell “\$ value of sample.”
- Improper Payment was identified as an “Overpayment” and an “x” was entered in the Overpayment column under the corresponding cell.
- Amount of the Improper Payment was “\$10.” The value of “10” was entered in the \$ Overpayment column under the corresponding cell.
- The root cause category of this overpayment identified was “Failure to Access Data.” A drop-down menu was pulled down for that cell in the Root Cause Over column and FA was selected.
- The other nine records in this example did not have any Improper Payments. Therefore, no data was entered into the cells for the types of Improper Payments nor root cause categories. **Carriers are still required to enter the dollar value of the sample tested.**

Continue this data entry for each record in each of the 13 stratum. The total number of records tested should not exceed 810.

As the data is being entered for each record, the OPM AUP Reports spreadsheet automatically populates the cells in Tables 2, 3, 4, and 5. Each of those cells contain formulas that calculate all the necessary statistical information required.

The tables below provide a visual representation of the data being reported/populated. This is for reference only. Carriers are not required to perform any statistical calculations. The focus of the carriers is reporting the population data and the results of the testing of the samples.

Table 2. Results of IP Testing (table auto generated in OPM provided spreadsheet)

Program/Activity Disbursements:

Program/Activity Disbursements:	
--	--

Reference Period	Date
Beginning	
Ending	

Universe	Total
Number of Disbursements	
Total Disbursements (\$000)	

Sample	Total
Number of Disbursements	
Total Disbursements (\$000)	
Coverage	

Un-weighted Errors (records with an IP or UP determination)	Total
Number	
Percentage of Number of Disbursements	
Total IP and UP Payments (\$000)	
Percentage of Sample Disbursements	

Statistical Projections	Total
Total IP and UP Payments (\$000)	
95% Margin of Error (\$000)	

Statistical Projections	Total
95% Lower Limit (\$000)	
95% Upper Limit (\$000)	

As a % of Universe	Total
Total IP and UP Payments	
95% Lower Limit	
95% Upper Limit	

Table 3 – Monetary vs. Non-Monetary IP Finding (table auto-generated in OPM provided spreadsheet)

Type of IP	\$Dollars	Number of Samples	Percent IP
Monetary			
Non-Monetary			
Total	\$0	0	

Table 4 – Known Improper Payments vs. Unknown Payments (table auto-generated in OPM provided spreadsheet)

Type of Payment	\$Dollars	Number of Samples	Percent
Known IP			
Unknown Payments			
Total	\$0	0	

Table 5 – Amount of IP by Root Cause Category (table auto-generated in OPM provided spreadsheet)

Improper and Unknown Payment	SR	UD	FA	DI	IA	Total IP + UP
Amount \$(000) (IP + UP)						
Improper Payment (IP) Amount						
Overpayments (monetary)						
Underpayments (non-monetary)						
Technically Improper (non-monetary)						
Percent of Improper Payment						
Unknown Payment (UP) Amount						
Percent of IP + UP						

Cause Category	Description
SR	Statutory Requirements of Program Were Not Met
UD	Unable to Determine Whether Proper or Improper
FA	Failure to Access Data/Information
DI	Data/Information Needed Does Not Exist
IA	Inability to Access Data/Information

Carriers must complete Table 6 regarding Time to Adjudication and Table 7 regarding Letter of Credit Authorizations, using the table format below. Both of these tables are in the OPM AUP Reports spreadsheet. Carriers must enter the data in the spreadsheet.

Table 6 – Average Number of Days to Pay Claims by Age of Subscriber

Group	<65	>65
Physician		
Hospital		
Pharmacy/Scripts		
Cumulative Percentage		

Table 7 – Letter of Credit Authorizations

LOCA	Number in Population	\$ in Population	Number Sampled	\$ of Sample	# of times \$ are in Excess	\$ in Excess	# of times early LOCA drawdown
Letter of Credit Authorizations	0	\$0	60	\$0	0	\$0	0

Saving the OPM AUP Reports Spreadsheet

Once data entry has been completed and reviewed, carriers must use the following naming convention for saving the spreadsheet:

OPM AUP Reports Abbreviated Plan Name Contract Number.xlsx

The Abbreviated Plan Name should be limited to 6 characters maximum

Contract number cannot contain any dashes

This is an example of the naming convention.

The carrier's abbreviated plan name is ABCDEF

The carrier's contract number is: 1234-5

OPM AUP Reports ABCDEF 12345.xlsx

For carriers sampling twice per year:

This will require the submission of two separate sets of OPM AUP Reports spreadsheets corresponding to the sample size for each occasion of sampling that covers the 12-month period. Carriers are required to use proportionate sampling sizes to avoid skewing the results.

Carriers must use this additional formatting (i.e. adding a 1 and 2 to differentiate the 2 spreadsheets):

OPM AUP Reports Abbreviated Plan Name Contract Number -1.xlsx

OPM AUP Reports Abbreviated Plan Name Contract Number -2.xlsx

This is an example of the naming convention.

The carrier's abbreviated plan name is UVWXYZ

The carrier's contract number is: 6789-A

the first sample would be saved as:

OPM AUP Reports UVWXYZ 6789A -1.xlsx

the second sample would be saved as:

OPM AUP Reports UVWXYZ 6789A -2.xlsx

Appendix E. Sample IPA Reports

1. Illustrative Report on Agreed-Upon Procedures ([AICPA At Section 201.32](#))

United States Office of Personnel Management (OPM)

We have performed the procedures enumerated below, which were agreed to by the audit committee and management of (carrier) and OPM and solely to assist in evaluating the accompanying Annual Accounting Statement for the period ending September 30, 2024. This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed are enumerated in the listing of engagement procedures accompanying this report. Findings obtained from performing these procedures are presented in the accompanying Illustrative Schedule of Findings and Questioned Amounts.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying Annual Accounting Statement of (carrier). Accordingly, we do not express such an opinion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of OPM and the audit committee and management of (carrier) and is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

2. Illustrative Schedule of Findings and Questioned Amounts

Note: IPA/carrier must use the “Current & Prior Year’s Findings” tab in the OPM AUP Reports spreadsheet to report your findings and to document the status of all prior year findings.

Schedule of Findings for Agreed-Upon Procedures

AUP Section	Area	Date of Finding	Description of Findings	\$ Questioned	\$ Recovered/ Returned	Date Recovered/ Returned	Status of Finding
Health Benefits Claims Paid	Accuracy of Claim Amount		Describe in detail the noted finding	\$10,000 Unknown			<ol style="list-style-type: none"> 1. Amount Has Been Credited to FEHBP, or 2. Amount Will Be Credited to FEHBP, or 3. Resolved – No Monies Due to FEHBP 4. Unresolved – To Be Determined Whether Monies are Due to FEHBP

3. Illustrative Comments on Resolution of Prior Year’s Examination Findings

Note: IPA/carrier must use the “Current & Prior Year’s Findings” tab in the OPM AUP Reports spreadsheet to report your findings and to document the status of all prior year findings.

For each Finding: In an examination performed by the (name of audit entity) dated (mm/dd/yyyy) and titled (name of report), in tests of claims paid, the carrier did not properly coordinate payment of benefits. The FEHBP was overcharged by \$xx.

Status: As of (mm/dd/yyyy) the carrier has not reimbursed the FEHBP for these claims or recorded proper accounting entries to record payable to the FEHBP.

4. Illustrative Corrective Action Plan for Material Weaknesses or Findings

To ensure that deficiencies discovered during the audits discussed in this Guide are resolved, each carrier subject to primary and secondary audit coverage must develop and submit to OPM a Corrective Action Plan (CAP).

A CAP, if applicable, is due to OPM by:

- **June 30, 2025**, for carriers selecting **Financial Reporting Option 1**
- **March 14, 2025**, for carriers selecting **Financial Reporting Option 2**

The CAP is an essential part of a carrier's annual reporting requirements. It must be presented on the carrier's letterhead, signed by an appropriate carrier official, and include his or her title, and telephone number.

In the CAP, a carrier's management must:

- Describe the corrective action taken or planned in response to findings identified in the IPA's report.
- Comment on the status of corrective action taken on the findings included in the IPA's two prior reports.

The CAPs are to be sent to the following two e-mail addresses:

- FEHBIP@opm.gov, with a copy to their OPM Contracting Officer.
- Ins-Carriers@opm.gov

Please use the e-mail subject line, "CAP Report – Plan Name and Contract Number."

Corrective Action Plan

(Prepared by carrier or IPA)

Name of carrier, plan code and contract number:

Official responsible for plan:

Phone number:

Audit Period:

IPA/Audit firm:

A. Comments on Findings and Recommendations

The carrier is to provide a statement of concurrence or nonconcurrence with each finding and recommendation. For instances of nonconcurrence, the carrier must provide documentation to support their position.

B. Actions Taken or Planned

The carrier will develop a detailed action plan to correct or resolve all IPA findings. The plan must include expected correction date(s) and name of official responsible for corrective actions.

C. Categorize Actions Taken or Planned

For each type of Improper Payment (Overpayment, Underpayment, Technically Improper), or Unknown Payment) identify the mitigation/corrective action strategy planned or taken, using this table. Enter “P” for action Planned or “T” for action Taken for each type of Improper Payment.

Mitigation Strategy Planned or Taken

Type of Improper Payment	Automation	Behavioral Sciences/ Psych Influence	Training	Change Process	Cross Enterprise Sharing	Audit	Predictive Analysis	Statutory Change
Overpayment								
Underpayment								

Type of Improper Payment	Automation	Behavioral Sciences/ Psych Influence	Training	Change Process	Cross Enterprise Sharing	Audit	Predictive Analysis	Statutory Change
Technically Improper								
Unknown Payment								

The definitions of the mitigation strategies are in the chart below.

Mitigation Strategy	Definition	Example
Automation	Automatically controlled operation, process, or system.	Automated interface between financial system and the system for award management; converting payments to electronic methods
Behavioral Sciences/Psych Influence	Uses principles from the behavioral sciences such as psychology, neuroscience, and behavioral economics to understand how individuals absorb, process, and react to information and applies this to design practical policies and interventions.	Changing the way options are ordered or presented helps reduce cognitive burden and enable individuals to make better choices
Training	Teaching a particular skill or type of behavior; refreshing on the proper processing methods.	Refresher sessions; external trainings; mandatory annual trainings; prior authorization
Change Process	Altering or updating a process or policy to prevent or correct error.	Starting quality reviews; new pre-check list; policy update cycles

Mitigation Strategy	Definition	Example
Cross Enterprise Sharing	Sharing of documents, processes, and opportunities with intra-agency partners and stakeholder. Potentially managed through federated repositories and a registry to create a longitudinal connection to information used to mitigate IPs and Ups.	Workgroups; playbooks; cross-agency best practice sharing; pilots; data sharing
Audit	A process for assuring an organization’s objectives of operational effectiveness, efficiency, reliable financial reporting, and compliance with laws, regulations and policies.	Frequent reconciliations; access restrictions; passwords; exception reports
Predictive Analysis	A data analytics technique used to prevent IPs and Ups. It uses predictive capabilities to identify unobserved attributes that lead to suspicion of IPs and Ups based on known IPs. Predictive analytics is most effective if it is built after a program evolves through more standard capabilities that are also more cost-effective.	Automatically rejecting a payment when the existence of a number of known IP characteristics are present.
Statutory Change	Changes to statute that would change conditions giving rise to IPs or Ups.	

D. Status of corrective actions for prior year findings

The carrier should document status of all prior year findings and the related corrective actions, including changes in corrective action and expected dates of completion.

Appendix F. Acronyms and Definitions

Term	Acronyms and Definitions
AICPA	American Institute of Certified Public Accountants
AU	AICPA U.S. Auditing Standards
AT	AICPA U.S. Attestation Standards
CAP	Corrective Action Plan
Carrier	A voluntary association, corporation, partnership, or other non-governmental organization which is lawfully engaged in providing, paying for, or reimbursing the cost of health services under group insurance policies or contracts, medical or hospital services agreements, membership or subscription contracts, or similar group arrangements, in consideration of premiums or other periodic charges payable to the carrier, including a health benefits plan duly sponsored or underwritten by an employee organization and an association of organizations or other entities described in this paragraph sponsoring a health benefits plan.
CFR	Code of Federal Regulations
ERC	Experience-rated Carriers
FEHBP	Federal Employees Health Benefit Program
FOIA	Freedom of Information Act
FY	Fiscal Year
GAGAS	Generally Accepted Government Auditing Standards
GAO	U.S. Government Accountability Office
LOCA	Letter of Credit Account
OIG	Office of the Inspector General
OMB	Office of Management and Budget
OPM	Office of Personnel Management

Term	Acronyms and Definitions
Service Organizations	Any organization that provides claims processing or claims related service(s) to a FEBHP carrier as defined above.
SSB	Schedule of Selected Balances
S&EMP	Sampling and Estimation Methodology Plan
PIIA	Payment Integrity Information Act of 2019
A-123 Appendix C	OMB Circular A-123, Appendix C – Requirements for Payment Integrity Improvement
Root Cause Category “FA”	Failure to Access Data/Information
Root Cause Category “DI”	Data/Information Needed Does Not Exist
Root Cause Category “IA”	Inability to Access Data/Information
Root Cause Category “SR”	Statutory Requirements of Program were Not Met
Root Cause Category “UD”	Unable to Determine Whether Proper or Improper

Appendix G. Laws, Regulations, and Contract Terms to be Tested for Compliance

1. Claims Benefit Payments

2. Coordination of Benefit

OPM expects all carriers to coordinate benefits. (48 CFR 1604.70)

3. Carrier Investment of Program Funds

The carrier is required to invest and reinvest all funds on hand, including any attributable to the special reserve or the reserve for incurred but unpaid claims, exceeding the funds needed to discharge promptly the obligations incurred under the contract. Also, the carrier is required to credit income earned from its investment of Program funds to the special reserve on behalf of the Program. If a carrier fails to invest excess Program funds or to credit any income due the contract, for whatever reason, it shall return or credit any investment income lost to OPM or the special reserve. Investment income is the net amount earned by the carrier after deducting investment expenses. (48 CFR 1615.805-70(b)(c)(d).)

4. FEHBP Credit

FAR 31.201-5 provides that the applicable portion of any income, rebate, allowance, or other credit relating to any allowable cost and received by or accruing to the contractor shall be credited to the government either as a cost reduction or by cash refund. Program credits result from benefit payments that include, but are not limited to:

- a. Coordination of benefit refunds
- b. Hospital year-end settlements
- c. Uncashed and returned checks
- d. Utilization review refunds
- e. Refunds attributable to litigation with subscribers or providers of health services
- f. Erroneous benefit payment, overpayment, and duplicate payment recoveries (48 CFR 1631.201-70).

5. Taxes

5 U.S.C. 8909(f)(1) prohibits the imposition of taxes, fees, or other monetary payment, directly or indirectly, on Program premiums by any state, the District of Columbia, or the Commonwealth of Puerto Rico or by any political subdivision or other governmental authority of those entities. (48 CFR 1631.205-41)

6. Interest Expense

Interest charges incurred in the administration of Program contracts are not allowable in accordance with FAR 31.205.20. However, interest charges that are associated with the carrier's investment of Program account funds are not considered administrative costs and may be allowable under very limited circumstances (see criteria (1) through (5)). (48 CFR 1631.205-73)

7. Selling Costs

FAR 31.205-38 is modified to eliminate from allowable costs those costs related to sales promotion and the payment of sales commissions fees or salaries to employees or outside commercial or selling agencies for enrolling Federal subscribers in a particular plan. Selling costs are allowable costs to Program contacts to the extent that they are necessary for conducting annual contract negotiations with the government and for liaison activities necessary for ongoing contract administration. (48 CFR 1631.205-75)

8. Commingling of Program Funds

Program funds shall be maintained separately from other cash and investments of the carrier or underwriter. (48 CFR 1632.771). Carrier or underwriter commingling of Program funds with those from other sources makes it difficult to precisely determine Program cash balances at any given time or to precisely determine investment income attributable to Program invested assets.

9. Contract Provisions

Carriers must comply with the provisions negotiated and as reported in the contract and any addendums thereto between the carrier and OPM.

10. Exclusion of Unallowable Costs per FAR

Appendix H. Freedom of Information Act Requests

Notification to Submitters of Confidential Commercial Information

You have been or may be asked to submit information to the Office of Inspector General (OIG), U.S. Office of Personnel Management in connection with these procedures, audit, inspection or other inquiry pursuant to the Inspector General Act of 1978, as amended,

5 U.S.C. app. 3, sec.1 et seq. This is to notify you that if you deem any of this information to be “confidential commercial information,” you may take steps to so designate that information to protect its confidentiality if at a future point in time a request is made for disclosure of this information under the Freedom of Information Act (FOIA).

“Confidential commercial information” means records that may contain material exempt from release under Exemption 4 of FOIA (pertaining to trade secrets and commercial or financial information that is privileged or confidential), because disclosure could reasonably be expected to cause substantial competitive harm.

You may use any reasonable method you believe appropriate and which is acceptable to the OIG to indicate which documents and information you deem to fall into the category of “confidential commercial information.” Please be as specific as possible in segregating the information that you consider to be “confidential commercial information” from any other information you are providing to the OIG. This may be done before such information is provided to the OIG if feasible, but only if it will not delay or interfere with production of the information or delay or interfere with the OIG’s investigation, audit, inspection, or other inquiry. Otherwise, you may so designate this information within a reasonable period after the information is provided to the OIG.

If a FOIA request is received by the OIG for information you have designated as “confidential commercial information,” the OIG is nevertheless required by law to make its own independent determination of whether the FOIA requires disclosure of the information or whether it should be withheld pursuant to Exemption (b)(4) or any other exemption of FOIA. If the OIG determines that it may be required to disclose, pursuant to FOIA, that information you have designated or other information that the OIG has reason to believe could be expected to cause substantial competitive harm, to the extent permitted by law, we will make a good faith effort to notify you and provide you with a reasonable opportunity to object to such disclosure and to state all grounds upon which you oppose disclosure. We will consider all specified grounds for nondisclosure prior to making our final decision.

If we nonetheless believe that disclosure is required, we will provide you with a statement explaining why your objections were not sustained and specifying a disclosure date. To the extent permitted by law, this statement will be provided to you in a reasonable number of days prior to the specified disclosure date. Furthermore, if disclosure of the designated information is denied pursuant to an exemption under FOIA and an administrative or judicial appeal is taken by the FOIA requester, we will make a good faith effort to notify you promptly.

The procedures outlined in this notice are intended only to improve the internal management of the OIG and are not intended to create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its agencies, officers, or any person.

Appendix I. Sample Management Internal Controls Letter for All Carriers

Management Internal Controls. United States Office of Personnel Management (OPM).

The Management of the (carrier's name) is responsible for establishing and maintaining adequate internal controls over financial reporting, which include safeguarding of assets and compliance with applicable laws and regulations. Internal controls (as defined in OMB Circular A-123 Management's Responsibility for Internal Control) are processes for planning, organizing, directing, controlling, and reporting to achieve the objectives of effective and efficient operations, reliable financial reporting, and compliance with applicable laws and regulations.

Internal control over financial reporting includes those policies and procedures that (1) pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the Plan's assets; (2) provide reasonable assurance that transactions are recorded as necessary to permit preparation of financial statements in accordance with accounting principles prescribed or permitted by the U.S. Office of Personnel Management, and that the Plan's receipts and expenditures are being made only in accordance with authorizations of the Carrier's management and directors; and (3) provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use, or disposition of the Carrier's assets that could have a material effect on the financial statements.

Because of its inherent limitations, internal control over financial reporting may not prevent or detect and correct misstatements. Also, projections of any evaluation to future periods are subject to the risk that controls may become inadequate because of changes in conditions, or that the degree of compliance with the policies and procedures may deteriorate.

The Carrier's management has not performed a formal assessment of the effectiveness of the Carrier's internal control over financial reporting for the period October 1, 2023, through August 31, 2024. (The carrier is required to provide its outcome, i.e., based upon reports provided by internal and external auditors (etc.), the carrier has determined that there were (no material weaknesses or significant deficiencies/the carrier has the following material weaknesses or significant deficiencies described below).

Appendix J. OPM Contacts

Management Internal Control Letter should be sent to the following two e-mail addresses:

- FEHBIP@opm.gov, with a copy to their OPM Contracting Officer.
- Ins-Carriers@opm.gov

Please use the e-mail subject line, “Management Internal Control Letter – Plan Name and Contract Number”

Technical questions regarding financial reporting and suggestions for improving financial reporting should be sent to the same two e-mail addresses.